



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	January 6, 2011	Closing Date:	January 20, 2011
Job Title:	Civil File Clerk	Position Type:	Contractual Full Time
PIN:	913002	FLSA Status:	Non-Exempt
Location:	Circuit Court for Howard County Ellicott City, Maryland	Salary:	J05 \$12.81 - \$15.16 per hour
		Financial Disclosure:	No

Essential Functions: Assists the public, attorneys, court agencies, and staff by providing information about the status of cases or about Clerk's office procedures, both in person and by telephone. Retrieves files for appropriate agencies, chambers or department. Provides copies of records to customers, determines fees of copy requests, and makes certified copies. Collects copy fees and makes debit card adjustments. Responsible for filing pleadings and other documents in the correct case files. Scans liens and other documents, and has mail room responsibilities. Performs other job related duties as assigned.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to use a personal computer and a cash register. Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to interpret documents and follow procedure manuals. Ability to communicate clearly and concisely. Ability to lift up to 25 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Circuit Court for Howard County
8360 Court Avenue, Room 300
Ellicott City, Maryland 21043-4579
ATTN: Margaret D. Rappaport, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.